

NIST Technicalendar

UNITED STATES DEPARTMENT OF COMMERCE

Technology Administration
National Institute of Standards and Technology
Gaithersburg, Maryland 20899-0001

The *NIST Technicalendar*, issued each Friday, covers scheduled events which are of interest primarily to the NIST staff. All boxed items/notices for inclusion should be in WordPerfect 5.1, 6.1, or ASCII format and MUST be received by 12:00 NOON each Wednesday unless otherwise stated in the *NIST Technicalendar*. Items for inclusion and requests for copies of this calendar should be sent to Ms. Sharon Mingo, Editor, Building 820, Room 125, National Institute of Standards and Technology, Gaithersburg, MD 20899-0001, (Telephone: 301/975-3570; FAX: 301/926-4431; or E-mail: mingo@micf.nist.gov).

All lectures and meetings are open unless otherwise stated.

NIST Weekly Calendars and Bulletins Online

The address for online weekly editions (most recent three months) of the *NIST Technicalendar* and *NIST Administrative Calendar* is:

<http://ts.nist.gov/nvl/htdocs/calendars/calendars.html>

Calendar files are in pdf format. If you don't already have the free Adobe Acrobat Reader, first download it from:

<http://www.adobe.com/Acrobat/readstep.html>

The *Boulder Laboratories Weekly Bulletin* (current and previous week), in html format, is available online at:

<http://www.boulder.nist.gov:1580/bulletin/>

JUNE 10 TO JUNE 14, 1996 MEETINGS AT NIST

6/10—MONDAY 11:00 a.m. IONIZING RADIATION DIVISION SEMINAR: Radioactivity Standards for Nuclear Medicine: Overview of the NIST/NEI Radiopharmaceutical Program and Report of Recent Results, B. Zimmerman, Ionizing Radiation Div., NIST, Gaithersburg, MD. Rm. C301, Radiation Physics Bldg. (NIST contact: F.J. Schima, 975-5537.)

6/10—MONDAY 11:00 a.m. POLYMERS DIVISION SEMINAR: Glass Transition Temperature of Polystyrene Thin Films, J.R. Dutcher, Univ. of Guelph, Ontario, Canada. Rm. A315, Polymer Bldg. (NIST contact: W.-L. Wu, 975-6839.)

6/12—WEDNESDAY 10:00 a.m. MANUFACTURING SYSTEMS INTEGRATION DIVISION SEMINAR: RapidCIM—A Reusable Shop-Floor Control System for CIM, R.A. Wysk and S.B. Joshi, The Pennsylvania State Univ., State College, PA. Lecture Rm. C, Admin. Bldg. (NIST contact: K. Lyons, 975-6550.)

6/12—WEDNESDAY 11:00 a.m. PROCESS MEASUREMENTS DIVISION SEMINAR: Data-Based Modeling and Signal Processing for Optimization of Microhotplate Gas Sensors, T. McAvoy, T. Kunt, and L. Ratton, Dept. of Chemical Engineering, Univ. of Maryland, College Park, MD. Rm. A322, Chemistry Bldg. (NIST contact: S. Semancik, 975-2606.)

6/12—WEDNESDAY 2:00 p.m. PROCESS MEASUREMENTS DIVISION SEMINAR: Characterization of Sprays From an Acoustically Modulated Nozzle, I-P. Chung, Dept. of Mechanical and Aerospace Engineering, Univ. of California, Irvine, CA. Rm. A322, Chemistry Bldg. (NIST contact: C. Presser, 975-2612.)

6/14—FRIDAY 9:00 a.m. ELECTRON PHYSICS GROUP SEMINAR: A Study of Magnetic Anisotropy in Thin Films, Z.Q. Qiu, Dept. of Physics, Univ. of California, Berkeley, CA. Rm. B165, Physics Bldg. (NIST contact: D.T. Pierce, 975-3711.)

NIST 95-96 Colloquium Series
(Co-sponsored by the NIST Committee for Women)

SEA CHANGE: EXPLORING TROUBLED WATERS

Sylvia A. Earle, President, Deep Ocean Research and Exploration, Inc.
Chief Scientist, NOAA, 1990-1992

FRIDAY, June 14, 1996, 10:30 a.m. - 11:30 a.m., Green Auditorium,
Administration Building

Dr. Earle, a marine biologist, oceanographer, botanist, and deep-sea diver, is one of the most accomplished women scientist-explorers in America. She will take us on a wide-ranging journey, from the massive oil spills in Prince William Sound and the Persian Gulf, to whaling stations and toxic waste sites, to the Tokyo Fish Market, where thousands of tons of fish are sold daily. She will describe changes caused by what people are putting into the sea and by what is being taken out, with a blueprint for action and examples drawn from 30 years of underwater observations.

A "Meet the Author" reception will be held in the NIST library, Administration Building, from 9 a.m. to 10 a.m. Copies of the book, **Sea Change: A Message of the Oceans**, will be available for review.



Anyone requiring special assistance should contact Lillian Ware on 975-4203. Colloquia are videotaped and available in the Research Information Center.

Computing and Applied Mathematics Laboratory/Statistical Engineering
Division

CASE STUDIES IN UNCERTAINTY ANALYSIS

Keith Eberhardt

This two-day course, the fourth in a unified program of short courses in applied statistics primarily for the NIST community, will consist of detailed discussions of several example uncertainty analyses. The course will be held on Mondays, June 10 and June 17, 9 a.m. - 12 noon in Lec. Rm. A. For more information on this course contact K. Eberhardt, 975-2853, keith.eberhardt@nist.gov. For information on later courses in this series, contact M. Vangel, 975-3208, mark.vangel@nist.gov, or see the event calendar under the Statistical Engineering Division home page, URL <http://www.cam.nist.gov/caml/sed/>. Registration is \$50, and Form DN-11 should be submitted to P. O'Connor, Training Office, Admin. A123, by COB June 5.

Chemical Science and Technology Laboratory, Physics Laboratory, and The
Advanced Technology Program

**NEAR-FIELD SCANNING OPTICAL MICROSCOPY: THE
LIGHT/SCANNED PROBE MICROSCOPE INTERFACE FOR
NANOMETER IMAGING, CUTTING, SENSING AND DYNAMIC
TRIGGERING**

Aaron Lewis, Professor
Hebrew University, Jerusalem, Israel

Tuesday, June 11, 1996, 3:00 p.m.-5:00 p.m.
Lecture Room A, Administration Building

The powerful combination of normal force sensing and near-field optics will be the focus of this lecture. We will describe a unique design of such a combined near-field scanning optical microscope inverted or conventional optical microscopes. The instrument also allows for imaging in aqueous biological media. Results in the wide variety of areas that this instrument can be applied to will be presented including imaging, cutting, ion sensing and light-induced dynamics.

For further information contact: Stan Abramowitz, 975-2587.

**MEP VIDEO CONFERENCE SERIES: ERGONOMICS FOR THE
MANUFACTURING WORKPLACE**

Produced by: NIST/Mid-America Manufacturing Technology Center (MAMTC)
June 12, 1996; 9:00 a.m. - 12:00 noon; Building 301, Room C145

This video conference presentation is part of a series of MEP sponsored seminars, provided by the National Technological University (NTU), entitled "Modern Manufacturing: The National Videoconference Series for Successful Small Firms." This seminar helps small manufacturers understand ergonomic workplace design principles to lower costs, improve productivity, and enhance workers' quality of life. Key topics include: advantages of implementing ergonomic principles, cumulative trauma disorders, workplace design principles, and identifying problem areas and potential solutions.

**For information contact Wendy Kirby, Video Conference Series
Coordinator, 975-4674.**

Advance Notice

**COMPASS '96 — 11TH ANNUAL CONFERENCE ON COMPUTER
ASSURANCE**

June 17-21, 1996, NIST

TUTORIALS: Safety Case Construction, Human-Machine Interface, Cryptographic Protocols, ACL2, Reasoning About Assurance, Formal Analysis.

SESSIONS: Formal Specification and Analysis, Mechanical Theorem Provers, Formal Methods, Program Verification, Software Safety, Computer Security, Testing.

PANELS: From Theory to Practice—Bridging the Gap, High Assurance Computing.

BANQUET SPEAKER: Nancy Leveson (University of Washington, U.S.A.).

TOOLS FAIR: NRL's requirements toolset SCR*, CLInc's ACL2 theorem prover, two model checkers, + many more.

**For a complete program and registration information contact: Laura
Ippolito, 975-5248 or lippolito@nist.gov.**

Advance Notice

NIST UPDATE

DIRECTOR'S ADDRESS TO THE NIST STAFF

Thursday, June 27, 1996
10:30 a.m. - 11:30 a.m.
Red Auditorium

Director Arati Prabhakar will discuss current issues, recent activities, and future plans at NIST. A question and answer period will follow.

There will be an interpreter for the hearing impaired.

MEETINGS ELSEWHERE

Ninth Annual Dama-NCR Data Management Symposium
**IT'S THE ELEVENTH HOUR, DO YOU KNOW WHAT YOUR DATA IS
DOING?**

June 13-14, 1996
Sheraton Crystal City Hotel, 1800 Jefferson Davis Highway, Arlington,
Virginia 22202

The goal of the NINTH ANNUAL DAMA-NCR DATA MANAGEMENT SYMPOSIUM is to increase awareness of the impact data has on organizations and their employees by sharing information on effective data management techniques.

Organizations' efforts to address Data Management problems, their experiences, successes, frustrations, and lessons learned will be shared. The Symposium features exciting presentations by internationally recognized experts and practitioners. Scheduled speakers include: John Zachman, Pres., Zachman Intl., Inc.; Barbara von Halle, Principal, Spectrum Technology Group; Peter Aiken, Asst. Prof. of Info. Systems, Virginia Commonwealth Univ.; Henry Stewart, Dir. of Planning and Data Admin., Univ. of Rochester; Michael K. Miller, Sr. Data Architect, NCR Corp.; Michael J. Belak, Dir. Data Admin., The NASDAQ Stock Market; Ronald Boevig, VP, Info. Systems, HealthCARE Compare Corp.; John C. Carrow, Chief Info. Officer, Philadelphia; MANY MORE!!!!

**Registration Information: Call DAMA-NCR Business Office at
703/442.8780.**

Advance Notice
**TECHNOLOGY TRANSFER SOCIETY MEETS IN CLEVELAND
JULY 21-23**

Technical specialists from all over the United States will gather in Cleveland, July 21-23, for the 21st annual meeting of the Technology Transfer Society. The meeting will highlight 20 papers on international issues such as recent ventures between the United States and Korea and a benchmark study of manufacturing extension in Europe, Japan, and the United Kingdom. David Broder, a columnist with the *Washington Post*, will give a luncheon address on July 22.

For further information contact the Society at 317/738-3908.

TALKS BY NIST PERSONNEL

BERG, R.F.: "Internal Waves in CVX," Third Microgravity Fluid Physics Conf., Sheraton Cleveland City Centre Hotel, OH, 6/14/96.

BRIGHT, D.S.: "Image Processing Basics and Freeware for Microscopy," Minnesota Microscopy Society, St. Paul, MN, 5/23/96.

COLUCCI, D.M.: "Experimental Investigation of the Nonlinear Visoelastic Response and Subsequent Volume Changes of Two Engineering Polymers in Tension and Compression," Society of Experimental Mechanics Meeting, Nashville, TN, 6/11/96.

FAHEY, A.J.: "Modification of the Ion Microprobe for High Precision-High Accuracy Isotopic Analysis," 9th Annual Workshop on SIMS, Burlington, VT, 6/4/96.

FLETCHER, R. (Co-authors: J. Verkouteren, E. Windsor, D. Bright, E. Steel, J. Small, and W. Liggett): "Development of a Standard Reference Material for the National Fluid Power Association: ISO Medium Dust in Oil, ISO Medium Dust and ISO Ultra-Fine Dust," International Fluid Power Exposition, National Fluid Power Association, Chicago, IL, 4/25/96.

FRASER, G.T. (Co-authors: J. Ortigoso, Spain; B.H. Pate, Univ. of Virginia): "Pendular States and IVR," 51st Ohio State Univ. International Symposium on Molecular Spectroscopy, Ohio State Univ., Columbus, OH, 6/10-6/14/96.

FRASER, G.T. (Co-authors: R. Omron, A.R. Hight Walker, R.D. Suenram, NIST; G. Hilpert, Germany): "Rotational Spectra of CH₃CCH-NH₃, NCCCH-NH₃, and NCCCH-OH₂," 51st Ohio State Univ. International Symposium on Molecular Spectroscopy, Ohio State Univ., Columbus, OH, 6/10-6/14/96.

FRASER, G.T. (Co-authors: S.C. Stone and L.A. Philips, Cornell Univ.; F.J. Lovas and L.-H. Xu, NIST; S.W. Sharpe, Washington): "High-Resolution Microwave and Infrared Molecular-Beam Studies of the Conformers of 1,1,2,2-Tetrafluoroethane," 51st Ohio State Univ. International Symposium on Molecular Spectroscopy, Ohio State Univ., Columbus, OH, 6/10-6/14/96.

GILLEN, G.: "Quantitative 3D Image Depth Profiling SIMS," 9th Annual Workshop on SIMS, Burlington, VT, 6/2/96.

GILLEN, G. (Co-author: S. Roberson): "Sample Rotation SIMS on the Ion Microscope" and "SIMS Characterization of Patterned DNA Probes on Gold Surfaces," 9th Annual Workshop on SIMS, Burlington, VT, 6/2/96.

HIGHT WALKER, A.R. (Co-authors: R.D. Suenram, G.T. Fraser, and K.K. Irikura): "Microwave Spectra of Molecules With Multiple Conformations: 2,2,4-Trimethylpentane," 51st Ohio State Univ. International Symposium on Molecular Spectroscopy, Ohio State Univ., Columbus, OH, 6/10-6/14/96.

HIGHT WALKER, A.R. (Co-authors: R. Omron, G.T. Fraser, and R.D. Suenram, NIST; G. Hilpert, Germany): "Rotational Spectra of $\text{CH}_3\text{CCH-NH}_3$, NCCCH-NH_3 , and NCCCH-OH_2 ," 51st Ohio State Univ. International Symposium on Molecular Spectroscopy, Ohio State Univ., Columbus, OH, 6/10-6/14/96.

HOUGEN, J.T.: "Coordinates, Hamiltonian and Symmetry Operations for the Small-Amplitude Vibrational Problem in Internal-Rotor Molecules Like CH_3CHO ," 51st Ohio State Univ. International Symposium on Molecular Spectroscopy, Ohio State Univ., Columbus, OH, 6/10-6/14/96.

HOUGEN, J.T. (Co-authors: N. Ohashi and M. Tsuura, Japan; W.E. Ernst, Pennsylvania State Univ.; S. Rakowsky, Germany): "Low-Barrier Rotation-Pseudorotation Hamiltonian and Application to the B State of Na_3 ," 51st Ohio State Univ. International Symposium on Molecular Spectroscopy, Ohio State Univ., Columbus, OH, 6/10-6/14/96.

JACOX, M.E. (Co-authors: C.L. Lugez, D. Forney, and K.K. Irikura): "Infrared Spectroscopic Evidence for the Ylidion (H_2CXH^+) Isomers of the Methyl Halides Trapped in Solid Neon," 51st Ohio State Univ. International Symposium on Molecular Spectroscopy, Ohio State Univ., Columbus, OH, 6/10-6/14/96.

KAWASHIMA, Y. (Japan) (Co-authors: R.D. Suenram, G.T. Fraser, and F.J. Lovas, NIST; E. Hirota, Japan): "The Rotational Spectrum of Argon-Silane," 51st Ohio State Univ. International Symposium on Molecular Spectroscopy, Ohio State Univ., Columbus, OH, 6/10-6/14/96.

LAFFERTY, W.J. (Co-authors: J.-M. Hartmann, France; A.M. Solodov, Russia; A. Weber, NIST; W.B. Olson, Maryland): "An Empirical Model for the Infrared Collision Induced Absorption Band of N_2 Near $4.3 \mu\text{m}$," 51st Ohio State Univ. International Symposium on Molecular Spectroscopy, Ohio State Univ., Columbus, OH, 6/10-6/14/96.

LUGEZ, C.L. (Co-authors: W.E. Thompson and M.E. Jacox): "Infrared Spectrum of O_3^- Isolated in Solid Neon and Evidence for the Stabilization of $O_2 \cdots O_4^+$," 51st Ohio State Univ. International Symposium on Molecular Spectroscopy, Ohio State Univ., Columbus, OH, 6/10-6/14/96.

MACKEY, E.A.: "Trace Element Database for Marine Mammal Tissues From the National Biomonitoring Specimen Bank," 2nd International Symposium and Workshop on Biological Environmental Specimen Banking, Stockholm, Sweden, 5/22/96.

MOLDOVER, M.R.: "Experiences With Critical Phenomena Experiments in Microgravity," Third Microgravity Fluid Physics Conf., Sheraton Cleveland City Centre Hotel, OH, 6/13/96.

PARNAS, R.S.: "Sensors and Control," Second Workshop on Liquid Composite Molding, Ramada University Hotel, Columbus, OH, 6/14/96.

PHELAN, F.R., JR.: "Injection/Compression Molding," Second Workshop on Liquid Composite Molding, Ramada University Hotel, Columbus, OH, 6/14/96.

PINE, A.S.: "Line Mixing Sum Rules for Quasielastic Collisions in Multiplet Spectra" and " N_2 and Ar Broadening and Line Mixing in the P and R Branches of the v_3 Band of Methane," 51st Ohio State Univ. International Symposium on Molecular Spectroscopy, Ohio State Univ., Columbus, OH, 6/10-6/14/96.

SCHULTHEISZ, C.R.: "Durability of Glass Fiber/Epoxy Composites" and "Different Time Scales of Structural Recovery and Mechanical Relaxation During Aging," Society of Experimental Mechanics Meeting, Nashville, TN, 6/10 and 6/11/96.

SIMONS, D.S.: "Use of SIMS Depth Profiling to Detect Ion Implantation Artifacts," 9th Annual Workshop on SIMS, Burlington, VT, 6/5/96.

STANSBURY, J.W.: "Current Dental Materials Research at NIST," ASME Mechanics and Materials Conf., The Johns Hopkins Univ., Baltimore, MD, 6/12/96.

SUENRAM, R.D. (Co-authors: A.R. Hight Walker and F.J. Lovas): "Rotational Spectrum, Structure and Dipole Moment of Desflurane," 51st Ohio State Univ. International Symposium on Molecular Spectroscopy, Ohio State Univ., Columbus, OH, 6/10-6/14/96.

UNGURIS, J.: "Exchange Coupling in Magnetic Multilayers," Materials Science Seminar, Univ. of Madison, WI, 6/14/96.

VAN BRUNT, R.J.: "Present and Future Environmental 'Problems' With SF_6 and Other Fluorinated Gases," Boston, MA, 6/3/96.

VAN ZEE, R.D.: "Quantitative Absorption Measurements Using Cavity Ring-Down Spectroscopy," 51st Ohio State Univ. International Symposium on Molecular Spectroscopy, Ohio State Univ., Columbus, OH, 6/10-6/14/96.

ZHANG, N.F.: "Autocorrelation Analysis of Some Linear Transfer Function Models and Its Applications in the Dynamic Process Systems," ICSA, 1996 Applied Statistics Symposium, Baltimore, MD, 6/9/96.

1996 WORLD STANDARDS DAY PAPER COMPETITION

This year, the U.S. standards community will celebrate World Standards Day on October 16. To highlight the importance of standards to industry and government, the sponsors of World Standards Day, including NIST, are again holding a paper competition. The theme for the 1996 World Standards Day paper contest will be "U.S. National vs International Standards."

PRIZE: The author(s) of the winning submission will receive \$2500 and a commemorative plaque. The winning paper will be published by ANSI, the Standards Engineering Society and others.

ELIGIBILITY: The competition is open to individuals in private sector or government facilities located in the United States. The paper may be co-authored.

RULES: The paper must be original and not previously published. NIST papers should be processed through WERB or BERB in the usual way. Papers must be between 2500 and 4500 words and should not exceed 20 pages. Entries must be received by September 1, 1996. Contest rules and application forms may be obtained from: Underwriters Laboratories, Inc., Attn.: Carolyn Anderson, WORLD STANDARDS DAY PAPER COMPETITION, 12 Laboratory Drive, Research Triangle Park, NC 27709; Phone: (919) 549-1877; Fax: (919) 547-6018.

NIST Administrative Calendar

Notices to be included should be transmitted in writing in time to be received by NOON on WEDNESDAY. Send to Management & Organization Division, Bldg. 415, Room 118, extension 4074, fax to 926-8091, or e-mail to gmr@micf.nist.gov.

June 10 - June 14, 1996

ADMINISTRATIVE ITEMS - New

Reminder - Bitnet Service Termination

NIST's connection to the Bitnet network will end effective June 30, 1996. Bitnet is winding down and has recommended that all member sites end their dependence on the network. As most Bitnet sites are also on the Internet this change should not cause problems for users communicating via e-mail. For more details about this change, please access the following World Wide Web URL:

<http://larch.cam.nist.gov/~crosson/bitnet.html> or contact Linda Pelleu on extension 3815 or linda.pelleu@nist.gov.

Laboratory Safety Orientation for Summer Employees

A Laboratory Safety Orientation for Summer Employees will be presented on Friday, June 14, at 10:00 a.m. in Lecture Room D, Administration Building. Safety awareness in the lab, chemical hazards and use of protective equipment are some of the topics to be discussed. Attendance is mandatory for all summer employees assigned to scientific and technical activities. Other interested persons are invited to attend. For additional information, contact Eleanor Bateman on extension 5821.

HEAR YE!!! HEAR YE!! Continuing Education Fair '96

General Services Administration Policy, Planning, and Evaluation will offer a Continuing Education Fair on June 25th from 10:00 a.m. to 2:00 p.m. in the Employees Lounge, Admin. Building. Representatives will be available from the following: Johns Hopkins University, George Washington University, University of Maryland, Marymount University, American University, Catholic University and Capitol College. Please come and join them!

NIST Mentoring Program - Career Development Planning

The NIST Mentoring Program will conduct a workshop on CAREER DEVELOPMENT PLANNING on Thursday, June 13, 1996, from 9:30 to 11:30 a.m. in Lecture Room B, Admin. Building. This workshop is designed to help you focus on planning and developing your long and short term career goals, steps to achieving those goals and the use of mentoring in the process. WORKSHOPS ARE FREE AND OPEN TO ALL NIST EMPLOYEES. You will also have the opportunity to meet people from other parts of NIST and connect with a possible mentor. Please respond by calling Rhoda Levin on extension 2575 or e-mail matzah@enh.nist.gov. Dr. Liz Berney of Berney Associates Training and Development will conduct the workshop.

Annual Required Ethics Training **PLEASE NOTE CHANGE IN DATES**

The DoC Office of General Counsel will be at NIST for our Annual Ethics Training in July 1996. All NIST employees required to file financial disclosure forms are **REQUIRED TO ATTEND**. The Ethics Training will be held on July 10, 17, and 18 in the Green Auditorium. OU's have been assigned specific dates and times as follows:

100 - July 10, 9:30 a.m.	820 - July 10, 11 a.m.	860 - July 18, 9:30 a.m.
200 - July 10, 9:30 a.m.	830 - July 17, 9:30 a.m.	870 - July 18, 11 a.m.
300 - July 10, 1:30 p.m.	840 - July 17, 11 a.m.	880 - July 18, 1:30 p.m.
810 - July 10, 11a.m.	850 - July 17, 1:30 p.m.	

NOTE: A make-up session is scheduled for July 31, in the Green Auditorium at 9:30 a.m., 11:00 a.m., and 1:30 p.m. For additional information, please contact Debbie Martin on extension 3039.

Printed NIST Telephone Directory???

If you have need for or interest in having a **printed** NIST Telephone Directory, please send an e-mail to **walter.rabbitt@nist.gov** indicating the number of copies you would like to receive for you and/or your organization. If sufficient interest is indicated, the directory information will be stored electronically in ReproGraphics, updated monthly, and printed on demand. Those wishing to receive copies of the directory should transmit the e-mail not later than June 24, 1996.

Retirement Luncheon for Evelyn Maxwell

Evelyn Maxwell of the Reactor Radiation Division will be retiring on July 3, 1996, after 35 years of government service. A retirement luncheon for Evelyn will be held on Tuesday, July 9, 1996, at 11:30 a.m. at the Golden Bull Grand Cafe. The cost of the luncheon is \$15.00 which includes tax and gratuity. A buffet will be served and a cash bar will be available. Please contact Kelly Ruhl on extension 6248, or Joan Hill on extension 6210 by July 1, 1996, if you plan to attend the luncheon or if you would like to contribute towards a gift.

NIST Child Care Center - OPEN HOUSE

The NIST Child Care Center has openings in our 2-5 year old program starting September 3, 1996. Stop by during one of our OPEN HOUSE DAYS, June 11th or 20th, between 9:00 a.m. to 12:00 noon or 3:00 to 6:00 p.m. Here's your chance to see this award winning, competitively priced, nationally accredited program in action! Scholarships are available. Call Debi Phelps on extension 2152 for more information. See you there!

ADMINISTRATIVE ITEMS - Continuing

Note of Appreciation

The following note of thanks and appreciation was received from Sharon Umberger, who retired May 3, 1996. "Dear NIST Friends - Thank you so very much for your very

generous gifts and for your presence at my retirement reception. Also, thank you for the many fond memories I have of my years at NBS/NIST. Best wishes to all of you."

Revised Metrorail Shuttle Route **PLEASE NOTE CORRECTIONS**

Effective June 3, 1996, the Metrorail Shuttle will deliver and pick up passengers at the EAST side Kiss and Ride area. The faster and more direct route to the East side will allow the shuttle, both going to and coming from the Metrorail station, to also stop at NIST North to pick up and discharge passengers. The route of travel will be from the Administration Building to NIST North and then to the Metrorail Station. On the return run the shuttle will stop at NIST North **and then proceed to the Administration Building.** We ask that all passengers boarding the shuttle at NIST North be at the front of the building ready to board the shuttle when it arrives.

This change in route will NOT change the schedule. The schedule will remain as is with departures from the front of the Administration Building on the hour and half hour and with departures from the Shady Grove Metrorail Station EAST side at 15 and 45 minutes past the hour. The shuttle will arrive at NIST North approximately 3-4 minutes after leaving **the Admin. Bldg. and 7-8 minutes after leaving** the Metrorail station.

On a space available basis, the Metrorail shuttle may be used for travel between the main campus and the North campus, however, priority seating will be made available to those traveling to and from the Metrorail station.

NIST General Tour

NIST offers tours on most Thursdays at 9:30 a.m. Advance reservations are required. In addition to a short overview, the tour includes three stops chosen from the following: Advanced Ceramics, Clinical Measurements of Cholesterol, Structures, and the Museum. The tour lasts approximately 1 1/2 hours. To reserve a space on an upcoming tour, please call Jan Hauber on extension 3585.

Shoemobiles to Visit NIST

The **Hy-Test Shoemobile** will be at NIST on Thursday, June 6, 1996, from 1:00 to 4:00 p.m. The **Knapp Shoemobile** will be at NIST on Tuesday, June 11, 1996, from 12:00 noon to 3:00 p.m. The staff may purchase shoes from the shoemobiles or place an order for shoes which will be shipped to their home. Both shoemobiles will be located north of Building 231 (Industrial). For further information you can contact the Safety Office on extension 5818.

Department of Commerce GLOBE - Gay, Lesbian and Bisexual Awareness Month - June 1996

Calendar of Events:

June 13 - COMMEMORATIVE EVENT - "Creating Common Ground" - Featuring Secretary Kanter, Bruce Lehman, and Len Hirsch - 11:30 a.m. - 1:00 p.m. - DOC/HCHB, 14th & Constitution, NW, Room 4830. For more information contact Jonathan (202) 482-5783.

June 17 - NIST Common Ground Workshop - Addressing GLOBE's Diversity Tool - The Common Ground Program - 11:00 a.m. - 1:00 p.m. - NIST, Lecture Rm. E, Admin. Bldg., West Diamond Avenue, Gaithersburg, MD. For more information contact Barbara (301)

713-0466.

June 27 - Commerce GLOBE welcomes GLOBAL and EPA GLOBE for a Combined Happy Hour to be held at TRUMPETS - 5:30 - 7:00 p.m. - 17th & Q Sts, NW For more information contact Jonathan (202) 482-5783.

June 28 - NIST Lunch Meeting - 11:00 a.m. - 1:00 p.m. - NIST, Cafeteria, Admin. Bldg., West Diamond Avenue, Gaithersburg, MD. For more information contact Barbara (301) 713-0466.

PCX No. 268 _____ June 10, 1996

PC-EXCHANGE: Share your PC problems, questions, etc. so that other staff members can benefit from your experience or offer suggestions to address your PC needs. Mail/phone your contributions (anonymously or with credit) to Gaithersburg PC Assistance. Gaithersburg PC Assistance: Call the PC Assistance Hotline (voice or TDD), 301/975-3099; Admin/A738; e-mail PCASSIST@micf.nist.gov. Access the PC Assistance Web Page at: <http://larch.cam.nist.gov/~eater/pcassist.html>. Gaithersburg PC Maintenance and Hardware Upgrades: Call the PC Maintenance Hotline, 301/975-4090. Boulder PC Assistance or Maintenance: Call the Boulder PC Support Hotline, 303/497-3931; Room 1-4050; e-mail PCASK@bldrdoc.gov.

268.1 COPYING TEXT BETWEEN WINDOWS/WIN95 APPLICATIONS - To save time retyping text, use the Windows or Windows 95 Cut/Copy/Paste features. An example would be a user wanting to copy text from a WordPerfect for Windows document into InForms. With WPWin open and the text on the screen, select the text you want to copy by dragging the mouse over the text, then from the Menu bar choose Edit, Copy (or press the keystroke shortcut [Ctrl c]). This step copies the selected text to the Windows Clipboard. Next, open the form desired in InForms, move the insertion point to the field into which you wish to copy the data, and choose Edit, Paste (or [Ctrl v]) to paste the data. Keep the Cut/Copy/Paste feature in mind when using other Windows applications, such as Eudora or Synchronize.

268.2 CREATE A NEW FOLDER WHILE SAVING A FILE IN WINDOWS 95 - When using Save As... menu option in a Windows 95 application, you can create a new folder while saving the file. Select Save As... then choose a location for the new folder in the Save In drop-down menu. Then choose the folder icon on the toolbar on the far right (when you hold the cursor over the icon it will say "Create New Folder"). When you click on this icon you will then be able to name the new folder.

268.3 NETSCAPE SOFTWARE - Thanks to Tish Antonishek (888) for the following: Our Netscape Navigator order has arrived. It is not, as previously thought, a license number, rather, it is an authorization to continue using Netscape Navigator beyond the 90-day evaluation period. The current version of Netscape Navigator is 2.02. For current Netscape, Mosaic, or Internet Explorer users, this is available from the internal information server at http://www-i.nist.gov/software/synchronize/netscape_order.html. For those users who do not yet have a web browser, the installation files are also available from the internal FTP server, ftp-i.nist.gov, in the /pub/incoming directory. Instructions for downloading via

FTP and installing Netscape, for MS-Windows users, are available by e-mail. Send an e-mail message to netscape-ftp@nist.gov, which will automatically reply with downloading and installation instructions. Please remember that this is not a site license for NIST, and only those for whom copies have been purchased are permitted to download this software. If you have any question concerning whether a copy of the software has been purchased for your use, contact your Administrative Officer. We have also purchased one-year's technical support for Netscape. Until May 28, 1997, we will be provided with all major and minor upgrades. As these upgrades become available, you will be notified. To purchase additional copies of Netscape, you must complete a purchase requisition stating that the purchase should go through the NIH Electronic Computer Store, and that the vendor is BTG, Inc., on contract number 263-95-D-0322. Netscape purchases through the NIH Electronic Computer Store cannot be purchased with bankcards.

OFFICE OF INFORMATION SERVICES - News

Library Tours

A 30-minute tour of the NIST Library (Research Information Center) is given on the 2nd Wednesday of every month. A member of the Office of Information Services staff is on hand for as long as necessary afterwards to answer questions, or to arrange for more detailed explanations of specific areas.

No reservation is required. If you have any questions, or want to make suggestions about what should be covered, call Marietta Nelson on extension 3055. Next tour: Wednesday, **June 12, 1996**, at 10:30 a.m.

Relocation of Books and Journals

On Monday, June 10th, movers will begin shifting and relocating Library books and journals. The Library will remain open and library materials will be available as usual during the two-week period of the move. Patrons are advised that locations of materials will be changed and there may be some disruption during the shift with some materials temporarily difficult to locate. Thank you for your cooperation. Please contact Beth Bloomquist on x2809 if you need assistance.

Telephone Directory Update Available on Disk

The NIST telephone directory information, which is updated monthly, is available on MS-DOS disks. These disks are kept at the Library's Circulation Desk. Ask for the "LOCATOR.TXT" disks. Disks may be borrowed for three days for copying.

Training on the NIST Virtual Library

The Office of Information Services is offering training on the *NIST VIRTUAL LIBRARY*, which provides online access from your desktop computer to a variety of information resources and services. The next training date is June 25, 1:30-4:00 p.m., in Room A41 in the basement of the Administration Building. Participants should know how to use a mouse. To register, please call Diane Cunningham on extension 3053. There is no cost for this training.

SEBA - STANDARD EMPLOYEES BENEFIT ASSOCIATION

Kings Dominion

Bring your Good-Any-Day ticket to Paramount's Kings Dominion the evening BEFORE your full-day visit and you'll be admitted FREE after 5:00 p.m. THIS OFFER IS VALID MAY 25 THROUGH SEPTEMBER 1, 1996 AND TICKETS MUST BE USED ON CONSECUTIVE DAYS. Discount tickets available in the SEBA Store.

SEBA Basketball

Open gym will begin on July 3, 1996, from 6:00 to 8:00 p.m. at Ridgeview Intermediate School and will end on August 7, 1996. All participants must have a current SEBA number. No one will be allowed to participate without the permission of James E. Rountree (ext. 4035) or Alan N. Heckent (ext. 2899).

SEBA Gift Store

All Greeting Cards are 3 for \$1. AMERICAN FLAGS, both medium and large sizes are available in the SEBA Store, 50% off.

Vendor Schedule - Bldg. 101 Cafeteria

June 10 - Mary Kay Cosmetics

June 13 - Kate Hurson Premier Designs Jewelry

June 18 and 19 - RH Enterprises - Fragrances

CAFETERIA MENU (Subject to change without notice)

<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>
Special	Special	Special	Special	Special
MD Fried Chicken	Hot Turkey Sand	Stuffed Peppers	Veal Parmesan	Salmon Loaf
Corn on the Cob	w/Mashed Pot	Ratatouille	Green Beans	Broccoli/Holland
Red Bliss Potatoes	Oriental Veggies	Stir Fried Cabbage	Garlic Spaghetti	Rice
Apple Pie	Glazed Carrots	Layer Cake	Garlic Toast	Roll & Butter
Entrees/Vegs	Fresh Whole Fruit	Entrees/Vegs	Entrees/Vegs	Entrees/Vegs
Burrito	Entrees/Vegs	Burrito	Taco Salad	Burrito
MD Fried Chicken	Burrito	Lem Baked Chick	Burrito	Baked Fish Parm
S&Sour Spareribs	Hot Turkey Sand	Stuffed Peppers	Veal Parmesan	Stir Fried Chicken
Zucchini Parm	w/Mashed Pot	Ratatouille	Brunswick Chicken	& Vegetables
Corn on the Cob	Corned Beef/Cab	Stir Fried Cabbage	Stew	Salmon Loaf
Bliss Potatoes	Oriental Veggies	Baked Potato	Green Beans	Yel Squash Med
Rice	Glazed Carrots	Rice	Spinach Souffle	Broccoli w/Holland
Soup/Internl	Mashed Potatoes	Soup/Internl	Garlic Spaghetti	Mac & Cheese
Split Pea & Ham	Rice	Old Fash Bean	Rice	Rice
Pasta	Soup/Internl	French	Soup/Internl	Soup/Internl
	SW Veg		Red Beans/Sau	NE Clam Chowder
	Pasta		Pasta	Pasta

TRAINING AND EDUCATION OPPORTUNITIES

To reserve a space in any training course an approved NIST Request For Training Memo must be submitted unless otherwise noted. Receipt of the approved Memo serves as your space registration. All classes will be filled on a first-come-first-served basis. Without an approved

Memo, we are unable to reserve a space in any class. Please forward the approved Memo as soon as possible when planning your training. If you have any questions, please call x3017. Thank you!

****MANAGEMENT UPDATE SERIES****

The Management Update Series is a series of monthly briefings for all supervisors and managers focusing on administrative subjects critical to the way we operate. The Request for Training Memo is not required for sessions in the Management Update Series, unless otherwise noted.

CLASSIFICATION TRAINING FOR SUPERVISORS

Description: The classification and position description system is a component of the NIST Personnel Management Demonstration Project. As a supervisor of employees covered by the demonstration Project, you are delegated authority to classify positions of employees covered under the Demonstration Project. In this session you classify and create a position description. This is a required course for every probationary supervisor. The course must be completed before a supervisor can access the Automated Classification System (ACS).

Instructor: Carol Hubshman, Office of Human Resources Management

Cost: NONE

Date: July 10, 1996 (Note New Date)

Location: A41, Administration Building

Time: 9:30 a.m. - 11:00 a.m.

Due to the limited number of p.c's every participant must reserve a space. Please call X3017 to register.

STAFFING POSITIONS AT NIST

Instructor: Debbie Martin, Office of Human Resources Management

Cost: NONE

Date: June 19, 1996

Location: Lecture Room D, Administration Building

Time: 1:30 p.m. - 3:00 p.m.

RETIREMENT/BENEFITS

Instructor: Marcia Robertson, Office of Human Resources Management

Cost: NONE

Date: June 24, 1996

Location: Lecture Room D, Administration Building

Time: 1:30 p.m. - 3:00 p.m.

CONFLICT RESOLUTION FOR MANAGERS AND SUPERVISORS

Description: This course is open to all supervisors and managers. Participants learn methods for diagnosing sources of conflict and strategies for successfully resolving many different types of conflict. In addition, participants identify their own conflict style and its strengths and weaknesses. Workshop methods include: tailored cases, structured exercises, Negotiation Style Inventory instrument and film.

Instructor: Liz Berney of Berney Associates

Cost: Approximately \$115 per participant

Date: July 9, 1996

Location: Lecture Room D, Administration Building

Time: 9:00 a.m. - 4:00 p.m.

PLEASE NOTE: Request for Training Memo must be submitted by June 18.

****GENERAL TRAINING****

MASTERING THE ART OF CUSTOMER SERVICE

Description: The O-Board is pleased to sponsor Nancy Friedman, an international keynote speaker on customer service and telephone skills, who will address the NIST staff on the importance of standard practices and procedures for dealing with our customers. NIST, known world-wide for setting the highest standards in science and technology, should consistently aim for the same level of performance in dealing with our customers. Nancy's common sense approach combined with her humorous presentation format, provide both an educational and entertaining resource for performance improvement in the important area of customer service. Nancy has been a guest on Good Morning America, CBS This Morning, CNN, CNBC and hundreds of other radio and TV outlets around the country. She has been on the speaker line with General H. Norman Schwarzkopf, Lou Holtz, General Colin Powell, Jack Anderson, Pete Rose, Bobby Knight and Ken Blanchard. Her clients include hundreds of major U.S. businesses, trade associations and government agencies that have benefitted from her insight on this important topic.

Please join us on August 20th to hear Nancy's thoughts on topics like the "Five Forbidden Phrases", how to deal with "Emotional Leakage" and dealing with irate customers. Nancy will also provide insight on the benefits of standardized phone greetings and effective use of the phone mail to best serve the customers and NIST staff. Bring any questions you might have for Nancy on how to handle situations you feel are unique to NIST.

Instructor: Nancy Freidman, Telephone "Doctor"

Cost: Approximately \$650 per OU

Date: August 20, 1996

Location: Red Auditorium

Time: 9:30 a.m. - 11:30 a.m.

PLEASE NOTE: Request for Training Memo is not needed, however I will need names and a CC# from each OU by July 18th.

THE CAREER REINVENTION CENTER

Description: The classes being held at Main Commerce will be coming to NIST in July! The world and the workplace are changing rapidly. Department of Commerce employee will thrive if they learn to embrace change and steadily reinvent their skills and careers. The Career Reinvention Center is a place for each of us to launch that effort.

Workshops: Dates, Time and Location:

Resume Writing:

Interested in knowing how to prepare a resume? At this interactive workshop you will learn helpful hints on how to make your resume standout. **PLEASE NOTE:**

Participants should bring a draft resume to the workshop for the interactive class exercises.

Date: July 9, 1996

Time: 10:00 a.m. - 12:00 noon

Location: Lecture Room E, Administration Building

Cost: None

Please e-mail patricia.oconnor@nist.gov to register

Interviewing Skills: How long has it been since your last job interview? Do you think you could have done better? Come to hear what works and practice being interviewed.

PLEASE NOTE: Participants will sign-up to be videotaped. Please bring your own VCR tape to the taping session if you want to take home your taped interview.

Date: July 16, 1996

Time: 10:00 a.m. - 12:00 noon

Location: Lecture Room C, Administration Building

Cost: None

Please e-mail patricia.oconnor@nist.gov to register

BEGINNING JAPANESE IA

Description: An introductory course in Japanese language and culture. The emphasis is on oral communication. A Japanese writing system will be introduced. Students will have weekly assignments and should plan on spending at least one hour each evening studying outside of class time.

Instructor: Mrs. Akiko Roller

Cost: Approximately \$200 per participant

Dates: September 17, 1996 - January 28, 1996 (Every Tuesday)

Time: 10:40 a.m. - 12:20 p.m.

Location: B111, Administration Building

PLEASE NOTE: Request for Training Memo must be submitted by August 29 in order to receive books on time.

PLEASE NOTE: Japanese Level IIC and VIC will also continue in the fall starting September 17. When filling out your DN-11 use the same information as above.

FINANCIAL PLANNING AND THE THRIFT SAVINGS PLAN

Description: This is a wonderful one day workshop that can benefit everybody. The presenter will be Sharon Cayelli, CFP. Sharon has had great reviews at other government agencies. Her workshop will cover:

- o Planning for the Future, Creating Realistic Dreams, Setting Financial Goals, and Building a Nestegg
- o Achieving Financial Goals, Managing Debt, Secrets of Successful Saving, and Tax Tips and

- o Reviewing Your Mortgage
Thrift Saving Plan; TSP "Basics"; An Overview of the "G", "C", and "F" Funds; Investing: The Step Beyond "Just Saving"; Understanding Risk; and Fundamentals of Investing

Instructor: J.P. McGehrin & Associates

Cost: Approximately \$40 per participant

Date: August 28, 1996

Location: Lecture Room D, Administration Building

Time: 9:00 a.m. - 4:00 p.m.

PLEASE NOTE: Request for Training Memo must be submitted by August 7.

TEAMBUILDING

Description: Participants will learn that a team is more than just a group of people working together, a team is a dimension in which there is a common purpose, mutual trust and respect, and support for the advancement of the individual and the team.

Instructor: R.C. Taylor and Associates, Inc.

Cost: Approximately \$150 per participant

Time: 9:00 a.m. - 4:00 p.m.

Date: August 6, 1996

Location: Lecture Room C, Administration Building

PLEASE NOTE: Request for Training Memo must be submitted by July 16.

COTR LEVEL I

Description: This course is required for certification as a contracting officers technical representative. If you have any questions regarding your need for this certification, please contact your administrative officer within your Division.

Instructor: Management Concepts, Inc.

Cost: Approximately \$175 per participant

Dates: August 26 & 27, 1996

Location: Lecture Room D, Administration Building

Time: 9:00 a.m. - 4:00 p.m.

PLEASE NOTE: Request for Training Memo needs to be submitted by August 12. **For technical questions please call Barbara Camp x6338.**

CONFLICT RESOLUTION (SUPPORT STAFF) THIS IS A GREAT CLASS

Description: In this 1-day workshop you will learn how to keep your cool, stand your ground and reach a position solution. You will also learn techniques proven to work in a variety of conflict situations.

Instructor: CareerTrack

Cost: Approximately \$150 per participant

Date: July 10, 1996

Location: Lecture Room D, Administration Building

Time: 9:00 a.m. - 4:00 p.m.

PLEASE NOTE: Request for Training Memo must be submitted by June 14.

THE EXCEPTIONAL ASSISTANT

Description: In this 1-day powerful workshop you will

learn essential professional skills such as, prioritizing, problem solving, managing time, resources, and crisis, delegating, decision-making, political and people skills and much, much more. This is a great class for all support staff!

Instructor: Fred Pryor Seminars

Cost: Approximately \$125 per participant

Date: August 7, 1996

Location: Lecture Room C, Administration Building

Time: 9:00 a.m. - 4:00 p.m.

PLEASE NOTE: Request for Training Memo must be submitted by July 8.

EFFECTIVE WRITING FOR PROFESSIONALS

Persons to attend course: Professionals who are skilled writers but need to further refine their writing style.

Description: Writing effectively means more than just writing correctly. It means developing a sensitivity to the reader's needs, an awareness of the purpose of writing a specific communication, and the ability to order ideas and word them for maximum impact and clarity. By the conclusion of the course, participants will be more constructively critical of their own writing and will begin to apply the writing principles discussed in class.

Instructor: Carol Solomon of Carol Solomon and Associates

Cost: Approximately \$150 per participant

Dates: July 16, 18, 23 and 25, 1996

Location: B111, Administration Building

Time: 9:00 a.m. - 12:00 noon

PLEASE NOTE: Request for Training Memo must be submitted by June 24.

WRITING FOR RESULTS

Description: The objective of the course is to introduce participants to the fundamentals of direct, concise, reader-oriented letters and memorandums. This class is designed for staff members with limited writing experience who need to write basic memos and letters.

Instructor: Carol Solomon of Carol Solomon and Associates

Cost: Approximately \$125 per participant

Dates: July 16, 18, 23, 25, 1996

Location: B111, Administration Building

Time: 1:00 p.m. - 4:00 p.m.

PLEASE NOTE: Request for Training Memo must be submitted by June 24.

****COMPUTER TRAINING****

All NIST Request for Training Memo's must be received by the Training Office at least two weeks prior to the start date of the course unless otherwise noted. At this time, the Training Office will either obligate to the instructor or cancel the class. Receipt of the approved Memo serves as your space registration. All classes will be filled on a first-come-

first-reserved basis. Any questions please call Pat on x3017.

Introduction to Windows is a prerequisite for all Windows applications!

All classes will be held in A41, Basement 101.

All 1-Day Classes will be \$125

All 1/2 Day Classes will be \$60

All 2-Day Classes will be \$225, unless otherwise stated.

THE BASICS OF SYNCHRONIZE TRAINING

Description: This class will cover the basics of using Synchronize, including how to create calendar items such as Events, To-Do's, and Reminders, customize calendar configurations through menu items, set alarms for meetings, manage another person's calendar, and how to let Synchronize take care of scheduling conference rooms.

Instructor: Linda Helfer and Donna Ott of the Distributed Computing and Information Division

Dates and Times:

July 3, 1996 - 1:00-3:30

July 11, 1996 - 9:00-11:30

July 15, 1996 - 9:00-11:30

July 24, 1996 - 9:00-11:30

July 24, 1996 - 1:00-3:30

July 25, 1996 - 1:00-3:30

July 29, 1996 - 9:00-11:30

July 29, 1996 - 1:00-3:30

July 31, 1996 - 1:00-3:30

Cost: NONE

PLEASE NOTE: DN-11's are not required but send and E-Mail message to Patricia.oconnor@nist.gov to register for a space, the class is limited to 15 people.

SYNCHRONIZE TRAINING PLUS II

Description: This class will teach Synchronize users the basics of the calendaring software plus go into more detail and cover a few more features of the software, including how to create calendar items such as Events, To-Do's, and Reminders, customize calendar configurations by editing configuration files, set permissions for effective use of their calendars by others, plus more advanced features such as using Synchronize as a stand-alone program and setting up programs to be executed when meetings are about to begin. Some prior experience using MS-Windows, UNIX, or Macintosh is required.

Instructor: Chuch Eater and Tish Antonishek of the Distributed Computing and Information Division

Dates and Times:

July 1, 1996 - 1:00-3:30

July 3, 1996 - 9:00-11:30

July 9, 1996 - 9:00-11:30

July 9, 1996 - 1:00-3:30

July 11, 1996 - 1:00-3:30

July 15, 1996 - 1:00-3:30
July 17, 1996 - 9:00-11:30
July 17, 1996 - 1:00-3:30
July 25, 1996 - 9:00-11:30
July 31, 1996 - 9:00-11:30
Cost: NONE

PLEASE NOTE: DN-11's are not required but send an E-Mail message to Patricia.oconnor@nist.gov to register for a space.

EUDORA TRAINING

Description: This short (2 1/2 hour) class will teach participants how to send and receive electronic mail using PC-Eudora for Windows, how to create and manage mailboxes, nicknames and distribution lists, how to write rules to automatically direct incoming and outgoing mail to specific mailboxes, and how to send and receive files as attachments.

Some prior experience using MS-Windows is required.

Instructor: Chuck Eater of the Distributed Computing and Information Division

Date and Time: July 8, 1996, 1:00 p.m. - 3:30 p.m.

Cost: NONE

DN-11's are not required but send an E-Mail message to Patricia.oconnor@nist.gov to register for a space.

INTRODUCTION TO WINDOWS

Description: This one-day class will teach those new to the Windows environment the benefits of using Windows.

Instructor: Lyndie Billy and Associates

Date: June 12, 1996

Time: 9:00 a.m. - 4:00 p.m.

PLEASE NOTE: Request for Training Memo must be submitted ASAP.

INTERMEDIATE WINDOWS

Description: This class is designed for students who want to start an application from Windows without using an icon, use shortcut keys, add programs to windows, use Character map, record and run macros, and use the Clipboard. In addition, students will learn to use File Manager to change file attributes, search for files, create Program Manager icons, and use Drag and Drop to open and print files.

Instructor: ExecuTrain

Date: June 20, 1996

Time: 9:00 a.m. - 4:00 p.m.

PLEASE NOTE: Request for Training Memo must be submitted by June 5.

INTRODUCTION TO WINDOWS

Description: This one-day class will teach those new to the Windows environment the benefits of using Windows.

Instructor: Business Support Training, Inc.

Date: July 26, 1996

Time: 9:00 a.m. - 4:00 p.m.

PLEASE NOTE: Request for Training Memo must be submitted by July 12.

UPGRADING FROM WP5.1 TO WP FOR WINDOWS 6.1 (2-Day Class)

Description: Your productivity will increase significantly with 6.1 by taking advantage of the Powerbars, Toolbars, Templates, and Coaches. First you'll learn how to use all the icons that appear each time you load the program, then you'll learn about some of the most remarkable, easy-to use features available in any wordprocessor on the market. And of course we'll cover your basic features Bullets, tabs, alignment, formatting, and tables as they are easier than ever. You'll also learn some of WP 6.1's Quick features that will allow you to get your work done more quickly. Plus many more tips and tricks!

Instructor: Impact Services, Inc.

Dates: June 18 & 19, 1996

Time: 9:00 a.m. - 4:00 p.m.

PLEASE NOTE: Request for Training Memo must be submitted ASAP.

UPGRADING FROM WP5.1 TO WP FOR WINDOWS 6.1

Description: Your productivity will increase significantly with 6.1 by taking advantage of the Powerbars, Toolbars, Templates, and Coaches. First you'll learn how to use all the icons that appear each time you load the program, then you'll learn about some of the most remarkable, easy-to use features available in any wordprocessor on the market. And of course we'll cover your basic features Bullets, tabs, alignment, formatting, and tables as they are easier than ever. You'll also learn some of WP 6.1's Quick features that will allow you to get your work done more quickly.

Instructor: Impact Services, Inc.

Date: July 2, 1996

Time: 9:00 a.m. - 4:00 p.m.

PLEASE NOTE: Request for Training Memo must be submitted by June 18.

UPGRADING FROM WP5.1 TO WP FOR WINDOWS 6.1

Description: Your productivity will increase significantly with 6.1 by taking advantage of the Powerbars, Toolbars, Templates, and Coaches. First you'll learn how to use all the icons that appear each time you load the program, then you'll learn about some of the most remarkable, easy-to use features available in any wordprocessor on the market. And of course we'll cover your basic features Bullets, tabs, alignment, formatting, and tables as they are easier than ever. You'll also learn some of WP 6.1's Quick features that will allow you to get your work done more quickly.

Instructor: Business Support Training, Inc.

Date: June 28, 1996

Time: 9:00 a.m. - 4:00 p.m.

PLEASE NOTE: Request for Training Memo must be submitted by June 13.

UPGRADING FROM WP5.1 TO WP FOR WINDOWS

6.1

Description: Your productivity will increase significantly with 6.1 by taking advantage of the Powerbars, Toolbars, Templates, and Coaches. First you'll learn how to use all the icons that appear each time you load the program, then you'll learn about some of the most remarkable, easy-to use features available in any wordprocessor on the market. And of course we'll cover your basic features Bullets, tabs, alignment, formatting, and tables as they are easier than ever. You'll also learn some of WP 6.1's Quick features that will allow you to get your work done more quickly.

Instructor: Lyndie Billey and Associates

Date: July 18, 1996

Time: 9:00 a.m. - 4:00 p.m.

PLEASE NOTE: Request for Training Memo must be submitted by July 3.

DBASE 5.0 FOR WINDOWS (This Class Not Offered Often)

Description: In this workshop you will learn the fundamentals of relational database design and how to implement your design in the dBase for Windows environment. You will examine objects and their properties. Hands-on exercises include: creating and modifying tables, adding, deleting and displaying data; querying database; and generating simple reports, and much more.

Instructor: Business Support Training, Inc.

Dates: June 13 and 14, 1996

Time: 9:00 a.m. - 4:00 p.m.

PLEASE NOTE: Request for Training Memo must be submitted ASAP.

PLEASE NOTE: The class on June 26 and 27 is full, so this is a new one!

MICROSOFT POWERPOINT 4.0 FOR WINDOWS INTRODUCTION

Description: This class is designed for students who want to learn to open an existing presentation file and run a slide show; create a presentation using the Pick a Look Wizard; manipulate text; and draw and format lines and graphic objects. In addition, students will learn to add clip art to a presentation; use Microsoft graph; use the slide sorter view to work with slides; add transitions and automatic timing to a slide show; and print a presentation.

Instructor: Executrain

Date: July 30, 1996

Time: 9:00 a.m. - 4:00 p.m.

PLEASE NOTE: Request for training Memo must be submitted by July 16.

NIST VACANCIES FOR GAITHERSBURG, MD						
JUNE 07, 1996						
Vacancy Announcements will not be available until the above date.						
Div	Title	Series	Salary Range & Payband or Grade	Promotion Potential	Vacancy Number	Closing Date
OPEN TO CURRENT STATUS APPLICANTS						
841	Chief, Electron and Optical Physics Division	1301	\$100,526 - \$122,688 ES-1/6	NONE	NIST-0719/SES	06/14/96
OPEN TO CURRENT STATUS APPLICANTS AND CTAP						
330	Systems Accountant	0510	\$52,867 - \$81,217 ZA-IV	NONE	NIST-1111/AG	06/14/96
OPEN TO CURRENT DOC STATUS EMPLOYEES AND CTAP						
108	Position Classification Specialist	0221	\$52,867 - \$81,217 ZA-IV	NONE	NIST-1149/KY	06/14/96
OPEN TO ALL QUALIFIED APPLICANTS, CTAP & ICTAP						
838	Secretary (OA)	0318	\$18,229 - \$32,613 ZS-II/III	ZS-III	NIST-1105/MC	06/21/96
353	Motor Vehicle Operator	5703	\$11.78hr. - \$13.77hr. WG-6	NONE	NIST-1093/BL	06/14/96
353	Printing Assistant (Office Automation) AMENDED	0351	\$20,989 - \$27,297 ZS-III	NONE	NIST-0900/BL	06/14/96
OPEN TO CURRENT NIST STATUS EMPLOYEES & CTAP APPLICANTS						
353	Motor Vehicle Operator	5703	\$12.62hr. - \$14.76hr. WG-7	NONE	NIST-1094/BL	06/14/96
NTIS VACANCIES FOR SPRINGFIELD, VA						
OPEN TO CURRENT DOC EMPLOYEES ELIGIBLE FOR CTAP, ICTAP AND SPECIAL APPOINTING AUTHORITIES ONLY						
NTIS	Budget Analyst	0560	\$25,061 - \$32,582 GS-7	GS-12	NTIS-113/JC	06/14/96
OPEN TO CURRENT NTIS STATUS EMPLOYEES, CTAP AND SPECIAL APPOINTING AUTHORITY APPLICANTS ONLY						
NTIS	Lead Customer Service Clerk (Office Automation)	0303	\$22,687 - \$32,582 GS-6	GS-7	NTIS-124/JS	06/14/96
OPEN TO ALL QUALIFIED APPLICANTS						
NTIS	Customer Service Clerk (OA) [4 vacancies]	0303	\$18,229 - \$19,331 GS-3/4	GS-5	NTIS-041/JS	06/28/96
NTIS	Secretary (Office Automation)	0318	\$22,687 - \$29,068 GS-6	GS-7	NTIS-467/MC	06/14/96

APPLICANT SUPPLY FILE INFORMATION

NIST is collecting applications or resumes for future job openings in a range of occupational areas. Both government and non-government applicants (including NIST and DOC employees) may submit their applications or resumes to be retained in a file system for 90 days. A separate application or resume is required for each occupation and payband. Please indicate the occupation, payband or salary level you want to be considered for at the top of your application or resume. (See below) Applicants eligible for the DOC Career Transition Assistance Plan (CTAP) and the Interagency Career Transitions Assistance Plan (ICTAP) will receive priority consideration for any vacancy that may occur. If you wish to extend your period of consideration for Applicant Supply beyond 90 days, you must submit a new application or resume package. Applicants who would like to place their application or resume in the NIST Applicant Supply System may mail or drop off their package at: NIST, Office of Human Resources Management, Bldg: 101, Room: A-123, Gaithersburg, MD 20899, Attn.: Applicant Supply.

We are accepting applications or resumes for Applicant Supply in the following fields:
Paybands I thru V: Engineers, Computer Scientist, Metallurgist, Mathematical Statistician. **Paybands III thru V:** Physical Scientist, Computer Specialist, Biologist, Social Science, Research Psychology, Economist, Chemist, Mathematician, Physicist. **Paybands I & II:** Accounting. **Payband III:** Nuclear Engineering Technician. **Payband I thru IV:** Clerical Support (OA), Office Automation Clerk/Assistant, Secretary (OA). **Payband II:** Police Officers.

TELECOMMUNICATIONS DEVICE FOR THE DEAF: Contact Maryland Relay Service at 1-800-735-2258. **Vacancy Announcements can be picked up OUTSIDE the Personnel Office Bldg.: 101 from 6:30 a.m. - 6:30 p.m.**

NIST PERSONNEL INFORMATION HOTLINE: DIAL **(301) 926-4851**. This is an outside call. Boulder vacancies are listed in the Boulder Lab Weekly Bulletin.